UNITED NATIONS

UNFCCC Framework Convention on Climate Change

Distr.
GENERAL

FCCC/SBI/2001/1
8 June 2001

Original: ENGLISH

SUBSIDIARY BODY FOR IMPLEMENTATION
Fourteenth session
Bonn, 16-27 July 2001
Item 2 (a) of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

Note by the Executive Secretary

I. INTRODUCTION

1. Arrangements have been made for the fourteenth session of the Subsidiary Body for Implementation (SBI) to be held at the Hotel Maritim, Bonn, Germany in the period from 16 to 27 July 2001. The SBI session is scheduled to be opened by the Chairman at 3 p.m. on Monday, 16 July 2001. Most of the work of the session will be done on 16 and 17 July, before the formal resumption of the sixth session of the Conference of the Parties (COP 6, part 2) on 18 July. Outstanding business will be taken up in the week of 23 July.

2. To allow delegations to focus on the important political tasks of the resumed COP 6, the provisional agenda for the fourteenth session of the SBI has been kept to a minimum. It includes progress reports on activities since the thirteenth session, as well as administrative matters that cannot be deferred. Most substantive items that are not on the COP 6 agenda have been left for consideration at the fifteenth session of the SBI. However, provision has also been made for the SBI to take up any items referred to it by the Conference of the Parties at the second part of its sixth session.

II. PROVISIONAL AGENDA

3. The provisional agenda for the fourteenth session of the SBI, proposed after consultation with the Chairman, is as follows:

1. Opening of the session.

2. Organizational matters:

   (a) Adoption of the agenda;
   (b) Organization of the work of the session;
   (c) Election of officers other than the Chairman.

3. Reports on inter-sessional activities:

   (a) Further work concerning least developed countries;
   (b) Work of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention;
   (c) Ongoing activities on reporting and review of greenhouse gas inventories in Parties included in Annex I to the Convention (implementing decisions 3/CP.5 and 6/CP.5).

4. Administrative and financial matters:

   (a) Financial performance 2000-2001;
   (b) Programme budget for the biennium 2002-2003;
   (c) Implementation of the Headquarters Agreement;
   (d) Institutional linkage of the UNFCCC secretariat to the United Nations;
   (e) Juridical personality of the Convention secretariat on the international plane.

5. Any matters referred to the Subsidiary Body for Implementation by the Conference of the Parties.

6. Report on the session.

III. ANNOTATIONS TO THE PROVISIONAL AGENDA

1. Opening of the session

4. The fourteenth session of the SBI is scheduled to be opened by the Chairman at 3 p.m on Monday, 16 July 2001.

2. Organizational matters

(a) Adoption of the agenda

5. The provisional agenda for the fourteenth session of the SBI will be presented for adoption.

(b) Organization of the work of the session

6. Parties are invited to refer to the annotated agenda of the COP for information on the general schedule. Parties may wish to consult the Daily Programme, published prior to and during the session, for an updated and detailed schedule of work of the SBI.

(c) Election of officers other than the Chairman

7. Pursuant to rule 27 of the draft rules of procedure being applied, the SBI is expected to elect its own Vice-Chairman and Rapporteur. The Chairman will undertake consultations with the Coordinators of the regional groups with a view to electing the other officers. Early agreement on the nominations by the regional groups will enable the SBI to elect the remaining officers and to continue its work in an efficient manner. The current officers of the Subsidiary Body for Implementation will remain in office until their successors are elected.

3. Reports on inter-sessional activities:

(a) Further work concerning least developed countries

(i) Input to the Third United Nations Conference on the Least Developed Countries

8. **Background**: The COP, at the first part of its sixth session (COP 6, part 1) requested the secretariat to conduct activities to enable the least developed country Parties (LDCs) to provide technical input, relating to the adverse effects of climate change on the LDCs to the Third United Nations Conference on the Least Developed Countries which was held in Brussels in May 2001.

9. **Action**: The SBI may wish to invite the spokesperson of the LDC Group to report on the outcome of these activities.

(ii) Development of draft guidelines for the preparation of national adaptation programmes of action

10. **Background**: At the first part of its sixth session, the COP also requested the secretariat to organize a workshop to develop draft guidelines for the preparation of national adaptation programmes of action before the fourteenth sessions of the subsidiary bodies.

11. **Action:** The SBI may wish to take note of the document FCCC/SBI/2001/7 and call the document to the attention of the SBSTA.

(iii) The institutional development needs

12. **Background**: At the first part of its sixth session, the COP recommended that least developed country Parties provide submissions to the secretariat by 15 February 2001, on their basic institutional needs for strengthening and, where needed, establishing national climate change secretariats/focal points, as well as on their training needs in negotiating skills and language, in order to develop the capacity of their negotiators for effective participation in the climate change process. The COP further requested the secretariat to compile this information and provide a preliminary estimate of the amount of funding needed to meet these needs.

13. **Action**: The SBI may wish to take note of the information contained in document FCCC/SBI/2001/6 containing the compilation of the above-mentioned submissions and the preliminary estimate referred to above.

(b) Work of the Consultative Group of Experts on national communications from Parties not included in Annex I to the Convention

(i) Report of the second and third meetings of the Consultative Group of Experts

14. **Background**: The Conference of the Parties at its fifth session, by its decision 8/CP.5, decided to establish a Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention (CGE) with the objective of improving national communications from Parties Not Included in Annex I. In accordance with the terms of reference of the CGE, which are annexed to decision 8/CP.5, the group has met three times so far. At its third meeting, the CGE decided to forward a report which includes recommendations for the improvement of national communications from non-Annex I Parties.

15. **Action**: The SBI may wish to take note of the information contained in documents FCCC/SBI/2001/2 and FCCC/SBI/2001/3, as well as document FCCC/SBI/2001/8 which will be made available during the session.

(ii) Report of the interregional workshop of the Consultative Group of Experts

16. **Background**: According to the same terms of reference, there is to be one workshop each year in each of the regions (Africa, Asia, and Latin America and the Caribbean) to consider both regional and sub-regional experiences. The three regional workshops were held in Mexico City, Mexico, for Latin America and the Caribbean; Nairobi, Kenya, for Africa; and Bangkok, Thailand, for Asia, all in the year 2000. The report of the first workshop was considered by the CGE at its first meeting. The reports of the second and third workshops were discussed by the CGE at its second meeting held from 9 to 10 November 2000, in The Hague, the Netherlands.

17. The CGE at its second meeting decided not to hold three regional workshops in 2001 but instead to hold an interregional workshop in March 2001 in Panama City, Panama, to further consider the conclusions and recommendations of the three CGE regional workshops held in 2000, to facilitate interregional exchange of experiences on the preparation of national communications, and to provide inputs to the CGE for the preparation of its report to the SBs in accordance with decision 8/CP.5. The report of the interregional workshop will be made available to the SBI at its fourteenth session.

18. **Action**: The SBI may wish to take note of the information contained in document FCCC/SBI/2001/INF.1, on the interregional workshop of the CGE.

(c) Ongoing activities on reporting and review of greenhouse gas inventories in Parties included in Annex I to the Convention (implementing decisions 3/CP.5 and 6/CP.5)

19. **Background:** The COP at its fifth session, by its decision 6/CP.5, adopted guidelines for the technical review of greenhouse gas (GHG) inventories from Parties included in Annex I to the Convention (Annex I Parties), hereinafter referred to as the review guidelines, for a trial period covering inventory submissions due in 2000 and 2001 (FCCC/CP/1999/6/Add.1).

20. By this decision, the COP requested the secretariat to conduct annual initial checks and an annual synthesis and assessment of GHG inventories for all Annex I Parties beginning in

2000, in accordance with the provisions of the review guidelines. It also requested the secretariat to conduct, during the trial period, individual reviews using different approaches, namely desk, centralized and in-country reviews.

21. The COP also requested the SBI to evaluate experience of the technical review based on a report prepared by the secretariat, for consideration by the SBI, with a view to adopting revised guidelines for the technical review of inventories at COP 8.

22. At the same session, by its decision 3/CP.5, the COP also adopted guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories, hereinafter referred to as the reporting guidelines (FCCC/CP/1999/6/Add.1). These guidelines should be used by Annex I Parties for reporting inventories due by 15 April each year, beginning in the year 2000.

23. Decision 3/CP.5 also requested the secretariat to prepare a report on the use of the reporting guidelines, in particular the common reporting format (CRF), for consideration by the Subsidiary Body for Technological and Scientific Advice (SBSTA) at its fifteenth session, with a view to submitting a decision on possible revision of the reporting guidelines. The SBI, at its tenth session, set up a two-year trial period beginning in 2000 to assess the guidelines.

24. The secretariat has conducted initial checks of inventories submitted in 2000 and 2001 and has performed the synthesis and assessment of inventories submitted in 2000. The corresponding status reports and the synthesis and assessment report were published on the secretariat web site. Inventories submitted in 2000 were also subject to individual reviews coordinated by the secretariat. One desk review of three national inventories, one centralized review of six national inventories, and four in-country reviews of national inventories of Annex I Parties which have volunteered to be reviewed, have been conducted so far. Fifty national experts from both Annex I and non-Annex I Parties have participated in these activities. Preparations for the synthesis and assessment and individual reviews of 2001 GHG inventory submissions are under way.

25. **Action**: The SBI will receive an oral progress report prepared by the secretariat on the ongoing activities for implementing decisions 3/CP.5 and 6/CP.5. In view of the ambitious work programme to implement such decisions during the trial period, it is proposed that discussion on this matter take place at SBI 15 and SBSTA 15. For those sessions it is expected that the subsidiary bodies will have before them the two reports to be prepared by the secretariat, mentioned in paragraphs 24 and 26 above, as well as the synthesis and assessment report of national GHG inventories submitted in the year 2000 and the individual reports on the technical review of eight Annex I Parties' inventory submissions.

4. Administrative and financial matters

(a) Financial performance 2000-2001

26. **Background:** The General Assembly revised the United Nations scale of assessment at its fifty-fifth session in December 2000, thus necessitating the revision of the indicative contribution by Parties to the core budget for 2001. The table reflecting these changes is attached to document FCCC/SBI/2001/INF.2. This document updates the table of indicative contributions

attached to the programme budget for 2000-2001 contained in decision 20/CP.5 (see FCCC/CP/1999/7/Add.1).

27. Information on the latest status (as at 30 June 2001) of contributions by Parties to the core budget, the Trust Fund for Participation in the UNFCCC Process and the Trust Fund for Supplementary Activities of the UNFCCC is contained in document FCCC/SBI/2001/INF.3 which will be made available during the session.

28. **Action:** The SBI may wish to take note of these reports and invite Parties to note their revised indicative contributions. It may also wish to express its appreciation to the Parties that have made timely contributions to the core budget, and especially to those that have made voluntary contributions to the other trust funds. Meanwhile, the SBI may urge Parties that have not paid their contributions to do so in a timely manner.

(b) Programme budget for the biennium 2002-2003

29. **Background:** The financial procedures of the Convention stipulate that "the head of the Convention secretariat shall prepare the administrative budget for the following biennium, and shall dispatch it to all Parties to the Convention at least 90 days before the opening of the ordinary session of the Conference of the Parties at which the budget is to be adopted". Accordingly, the Executive Secretary will propose, for consideration by the SBI, a programme budget for the biennium 2002-2003 (document FCCC/SBI/2001/4).

30. **Action:** The SBI is invited to consider the proposal by the Executive Secretary and recommend a budget for the biennium 2002-2003 for adoption by the COP at its seventh session. The SBI is also invited to authorize the Executive Secretary to notify Parties of their 2002 contributions to the core budget based on the recommended budget.

(c) Implementation of the Headquarters Agreement

31. **Background:** At the thirteenth session of the SBI, the host country reported on the implementation of the Headquarters Agreement, specifically with respect to office space for the secretariat, the difficulties faced by delegations in obtaining visas, and by the secretariat with regard to visas, residence status and work permits for family members. The SBI took note of the statements made by the host Government and the Executive Secretary, and invited them to report on progress at its next session.

32. **Action:** The host government and the Executive Secretary will make oral presentations on the progress made so far. The SBI may wish to consider the information provided and take any action it deems necessary.

(d) Institutional linkage of the UNFCCC secretariat to the United Nations

33. **Background:** By its decision 22/CP.5, the Conference of the Parties approved "the continuation of the institutional linkage of the Convention secretariat to the United Nations, subject to review not later than 31 December 2001, in consultation with the Secretary-General, with a view to making such modifications as may be considered desirable by both parties". By resolution 54/222 the United Nations General Assembly also approved this procedure.

Document FCCC/SBI/2001/5, following consultations with relevant officials of the United Nations, has been prepared to provide a basis for the Conference of the Parties and the General Assembly to undertake such a review. Its main thrust is to recommend the maintenance of the current arrangements for another five years.

34. **Action:** The SBI is invited to take note of the report and to recommend a decision to be adopted by the Conference of the Parties, at the second part of its sixth session, to extend the current linkage with the United Nations for five years.

(c) Juridical personality of the Convention secretariat on the international plane

35. **Background:** At its fifth session, the Conference of the Parties endorsed the conclusion of the Subsidiary Body for Implementation at its eleventh session in which it decided that the consideration of the juridical personality of the Convention secretariat on the international plane should be deferred and taken up in conjunction with the review of the institutional linkage of the Convention secretariat to the United Nations which is to be completed by December 2001. In the opinion of the Executive Secretary, the Convention secretariat has not been inhibited in its functions by the lack of juridical personality on the international plane.

36. **Action:** The SBI may wish to consider whether it wishes to pursue this matter and if so when and how.

5. Any matters referred to the Subsidiary Body for Implementation by the Conference of the Parties

37. Any matters referred by the COP at the second part of the its sixth session to the SBI for consideration at its fourteenth session will be taken up under this item.

6. Report on the session

38. The SBI may wish to adopt conclusions and authorize the Rapporteur to complete the report after the session with the guidance of the Chairman and with the assistance of the secretariat. Subject to the availability of sufficient time for their translation, conclusions will be made available in all six official languages of the United Nations.

39. Parties may wish to note that due to the short period between the fourteenth and the fifteenth session of the SBI, there is a likelihood of delay in the availability of some documents in all six official United Nation languages prior to the meeting.

Annex I

DOCUMENTS BEFORE THE SUBSIDIARY BODY FOR IMPLEMENTATION AT ITS FOURTEENTH SESSION

Documents prepared for the session

FCCC/SBI/2000/17	Report of the Subsidiary Body for Implementation on the second part of its thirteenth session, The Hague, 13-18 November 2000
FCCC/SBI/2001/1	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/SBI/2001/2	Report of the second meeting of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention
FCCC/SBI/2001/3	Report of the third meeting of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention
FCCC/SBI/2001/4	Administrative and financial matters. Programme budget for the biennium 2002-2003
FCCC/SBI/2001/5	Administrative and financial matters. Institutional linkage of the UNFCCC secretariat to the United Nations
FCCC/SBI/2001/6	Reports on inter-sessional activities. Further work concerning least developed countries. Institutional development needs
FCCC/SBI/2001/7	Reports on inter-sessional activities. Further work concerning least developed countries. Draft guidelines for the preparation of national adaptation programmes of action
FCCC/SBI/2001/INF.1	Report of the interregional workshop of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention
FCCC/SBI/2001/INF.2	Administrative and financial matters. Revised indicative contribution 2001

FCCC/SBI/2001/INF.8	Administrative and financial matters. Status of contributions as at 30 June 2001

Other documents for the session

FCCC/SBI/2000/10	Report of the Subsidiary Body for Implementation on the work of its thirteenth session (Part One) Lyon, 11-15 September 2000
FCCC/CP/2000/5 and Adds. 1-3 (vols. I-V)	Report of the Conference of the Parties on the first part of its sixth session, held at The Hague from 13 to 25 November 2000
FCCC/WEB/2001/1	Synthesis and assessment report of greenhouse gas (GHG) inventories submitted in 2000
FCCC/SBI/2000/11/Corr.2	Report on national greenhouse gas inventory data from Annex I Parties for 1990 to 1998. Corrigendum

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